

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2002-15
ANNUAL PARENT NOTIFICATION III
ANNUAL PARENT NOTIFICATION 2001-2002 AND SUBSEQUENT FISCAL YEARS
JULY 29, 2002

In accordance with Government Code Section (GC §) 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for the filing of claims for the Annual Parent Notification III (APN III) program. These claiming instructions are issued subsequent to adoption of the program's parameters and guidelines (P's & G's) by the Commission on State Mandates (COSM).

Eligible claimants who submit claims for fiscal year 2001-02 and subsequent fiscal years shall adhere to the items specified in **Section I. SUMMARY OF THE MANDATE**, Commission on State Mandates Decisions, items 1 through 8, listed on pages 4 through 8 of the attached P's and G's.

On December 12, 2001, the COSM determined that Chapter 448/75 et seq., established costs mandated by the State according to the provisions listed in the attached P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Except for community colleges, any school district as defined in GC § 17519, that incurs increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

Filing Deadlines

A. Reimbursement Claims

Reimbursement claims must be filed within 120 days from the issuance date of claiming instructions. Costs incurred in implementing the provisions of this program are reimbursable for fiscal year 2001-02 and must be filed with the SCO and be delivered or postmarked on or before **November 26, 2002**. Estimated claims for 2002-03 fiscal year must also be delivered or postmarked on or before **November 26, 2002**. Thereafter, having received payment for an estimated claim, the claimant must file an annual reimbursement claim by January 15 of the following fiscal year. Claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$1,000.

In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. **Claims filed more than one year after the deadline will not be accepted.**

B. Estimated Claims

Unless otherwise specified in the claiming instructions, school districts are not required to provide cost schedules and supporting documents with an estimated claim if the estimated amount does not exceed the previous fiscal year's actual costs by more than 10%. Claimants can simply enter the estimated amount on form FAM-27C, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, claimants must complete supplemental claim forms to support their estimated costs as specified for the program to explain the reason for the increased costs. If no explanation supporting the higher estimate is provided with the claim, it will automatically be adjusted to 110% of the previous fiscal year's actual costs. Future estimated claims filed with the SCO must be postmarked by January 15 of the fiscal year in which costs will be incurred. Claims filed timely will be paid before late claims.

Minimum Claim Cost

GC Section 17564 provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds two hundred dollars (\$200), provided that a county superintendent of schools or county may submit a combined claim on behalf of school districts, direct service districts, or special districts within their county if the combined claim exceeds \$200, even if the individual school district's, direct service district's, or special district's claims do not each exceed \$200. The county superintendent of schools or the county shall determine if the submission of the combined claim is economically feasible and shall be responsible for disbursing the funds to each school, direct service, or special district. These combined claims may be filed only when the county superintendent of schools or the county is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible district. All subsequent claims based upon the same mandate shall only be filed in the combined form unless a school district, direct service district, or special district provides to the county superintendent of schools or county and to the SCO, at least 180 days prior to the deadline for filing the claim, a written notice of its intent to file a separate claim.

Reimbursement of Claims

Initial reimbursement claims will only be reimbursed to the extent that expenditures can be supported and, if such information is unavailable, claims will be reduced. In addition, ongoing reimbursement claims must be supported by documentation as evidence of the expenditures. Examples of documentation may include, but are not limited to, employee time records that identify mandate activities, payroll records, invoices, receipts, contracts, travel expense vouchers, purchase orders, and caseload statistics.

Audit of Costs

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

On-site audits will be conducted by the SCO as deemed necessary. Accordingly, all documentation to support actual costs claimed must be retained for a period of two years after

the end of the calendar year in which the reimbursement claim was filed or amended regardless of the year of costs incurred. When no funds are appropriated for initial claims at the time the claim is filed, supporting documents must be retained for two years from the date of initial payment of the claim. Claim documentation shall be made available to the SCO on request.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at www.sco.ca.gov/ard/local/locreim/index.htm.

Address for Filing Claims

Submit a signed, original form FAM-27C, Claim for Payment, and all other forms and supporting documents (no copies necessary) to:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
Other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Adopted: 11/30/95
Amended: 04/24/97
Amended: 01/27/00
Amended: 05/23/02

AMENDED PARAMETERS AND GUIDELINES

Annual Parent Notification

consolidated from:

CSM 4445 (portion)

Education Code Section 48980, Subdivision (g)¹
Statutes of 1990, Chapter 10

Interdistrict Transfer Requests: Parent's Employment

CSM 4453

Education Code Section 48980, Subdivisions (g) and (j)²
Statutes of 1990, Chapter 10
Statutes of 1993, Chapter 1296

Notification to Parents: Pupil Attendance Alternatives

CSM 4461

Education Code Section 48980, Subdivisions (a), (b), and (h)³
Statutes of 1977, Chapter 36
Statutes of 1979, Chapter 236
Statutes of 1980, Chapter 975
Statutes of 1985, Chapter 459
Statutes of 1986, Chapter 97
Statutes of 1987, Chapter 1452
Statutes of 1988, Chapter 65
Statutes of 1990, Chapter 403
Statutes of 1992, Chapter 906

Annual Parent Notification

¹ Former subdivision (e), relettered as subdivision (f) by Statutes of 1997, chapter 929; relettered as subdivision (g) by Statutes of 1999, chapter 1X.

² Former subdivisions (e) and (g), relettered as subdivisions (f) and (i) by Statutes of 1997, chapter 929; relettered as subdivisions (g) and (j) by Statutes of 1999, chapter 1X.

³ Former subdivision (f), relettered as subdivision (g) by Statutes of 1997, chapter 929; relettered as subdivision (h) by Statutes of 1999, chapter 1X.

CSM 4462 (portion)

Education Code Section 35291
Statutes of 1977, Chapter 965
Statutes of 1986, Chapter 87
Schoolsite Discipline Rules

CSM 4474 (portion)

Education Code Section 48900.1
Statutes of 1988, Chapter 1284
Pupil Suspensions: Parent Classroom Visits

CSM 4488

Education Code Section 58501
Statutes of 1975, Chapter 448
Statutes of 1981, Chapter 469
Alternative Schools Annual Notification

CSM 97-TC-24

Education Code Section 48980, Subdivisions (c) and (i)⁴
Statutes of 1997, Chapter 929
Annual Parent Notification - Staff Development

CSM 99-TC-09 and CSM 00-TC-12

Education Code Section 48980, Subdivision (e)
Education Code Section 48980, Subdivision (l)
Education Code Section 48980, Subdivision (m)
Education Code Section 49063, Subdivision (k)

Statutes of 1998, Chapter 846, Section 19
Statutes of 1998, Chapter 1031, Section 1
Statutes of 1999, Chapter 1X, Section 3
Statutes of 2000, Chapter 73, Section 1
Annual Parent Notification: 1998-2000 Statutes

⁴ Former subdivision (h), relettered as subdivision (i) by Statutes of 1999, chapter 1X.

I. SUMMARY OF THE MANDATE

Education Code section 35291⁵ requires the school district governing board to annually notify the parent or guardian of all pupils of the availability of rules of the district pertaining to student discipline.

Education Code section 48980, as of January 1, 1975,⁶ required school districts to notify, at beginning of the first semester or quarter of the regular school term, the parent or guardian of its minor pupils regarding the right of the parent or guardian under the sections specified therein.⁷ Numerous statutes enacted after January 1, 1975, added or amended subdivisions and thereby increased the number of items about which the parent or guardian was to be annually notified.

Education Code section 48900.1 requires the governing board of school districts to prepare and distribute to all parents the written notice of the governing board's policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to Education Code section 48910, for reasons specified in subdivision (i) or (k) of section 48900, attend a portion of a school day in his or her child's or ward's classroom. All other reimbursable activities for section 48900.1, such as preparation of policies and procedures, notice to parents to attend class, follow-up contact, and parent meeting remain the subject of separate parameters and guidelines, CSM 4474, adopted by the Commission on State Mandates (Commission) on June 27, 1996.

Education Code section 58501⁸ requires school districts to provide parents or guardians with a prescribed written notice on the alternative schools program; requires school districts and county offices of education to make available the alternative schools law at the offices of the principal, county superintendent of schools' office and district administrative office for anyone who requests this information; and requires school districts and county offices of education to annually post the alternative schools notice in at least two places at each school site for the entire month of March.

Education Code section 48980, subdivision (e), requires school districts to provide notice that pupils will be required to pass a high school exit examination as a condition of graduation. Subdivision (l) requires school districts to provide notice that no pupil may have his or her grade reduced or lose academic credit for any excused absences if the pupil makes up any missed assignments and tests. Subdivision (l) also requires school districts to provide a copy of the complete text of Education Code section 48205. Subdivision (m) requires school districts, until January 1, 2005, to provide notice of the availability of state funds to cover the costs of advanced placement examination fees pursuant to section 52244.

Education Code section 49063, subdivision (k), requires school districts to provide notice that a prospectus of school curriculum is available upon request for review at the pupil's school.

⁵ Amended by Statutes of 1977, chapter 965, and Statutes of 1986, chapter 87.

⁶ Former Education Code section 10921.

⁷ Education Code sections 46014, 49403, 49423, 49451, 49472, 51240, and 51550.

⁸ Former Education Code section 5811.5, as added by Statutes of 1975, chapter 448. Renumbered by Statutes of 1976, chapter 1010.

Commission on State Mandates Decisions

The Commission determined that current Education Code sections 35291, 48980, subdivisions (a), (b), (c), (e), (g), (h), (i), (j), (l), and (m), 48900.1, 49063, subdivision (k), and 58501 impose a new program or higher level of service, and costs mandated by the state, for school districts and county offices of education.⁹

The following eight statements of decisions include these determinations:

1. *Notification to Parents: Pupil Attendance Alternatives* (CSM 4453)¹⁰

(References to subdivisions (e) and (g), refer to current subdivisions (g) and (j), respectively.)

The Commission determined that Education Code section 48980, subdivisions (e)¹¹ and (g)¹² result in costs mandated by the state by requiring the school districts to:

- a. Pursuant to subdivision (e), develop and include as part of the notification to parents or guardians an advisement of the availability of employment-based school attendance options. (Note: This subdivision was operative until July 1, 1998.)¹³
- b. Pursuant to subdivision (g), provide or disseminate the notification to parents or guardians including information provided by the California Department of Education explaining the current statutory attendance options, and developing and including all current statutory and local attendance options which are unique to each district, and a procedure for alternative attendance areas or programs all as part of the annual notification, and to develop and distribute school district application forms for requesting a change of attendance, and a description of the appeals process for those applicants who are denied.

The Commission further determined, at its January 19, 1995 hearing of the test claim entitled *Interdistrict Transfers: Parent's Employment*,¹⁴ that Education Code section 48980, subdivision (e), is subject to a filing date of December 17, 1993, which permits eligible school districts to claim an additional year of reimbursement for the subdivision (e) activity (i.e., commencing on July 1, 1992 rather than July 1, 1993).

The Commission concluded that the provisions of Education Code section 48980, subdivision (g),¹⁵ do not impose a new program or higher level of service in an existing program by requiring school districts to conduct an annual review of the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California's pupils.

2. *Interdistrict Transfers: Parent's Employment* (CSM 4445)¹⁶

⁹ Article XIII B, section 6, of the California Constitution, and Government Code section 17514.

¹⁰ Statutes of 1993, chapter 1296; filed February 16, 1994; statement of decision adopted August 15, 1994, and amended February 23, 1995.

¹¹ Added by Statutes of 1990, chapters 10 and 403. Relettered as subdivision (f) by Statutes of 1997, chapter 929; relettered as subdivision (g) by Statutes of 1999, chapter 1X.

¹² Added by Statutes of 1993, chapter 1296. Relettered as subdivision (i) by Statutes of 1997, chapter 929; relettered as subdivision (j) by Statutes of 1999, chapter 1X.

¹³ Education Code section 48980, subdivision (e), Statutes of 1994, chapter 1262.

¹⁴ CSM 4445; Statutes of 1992, chapter 507; filed December 17, 1993.

¹⁵ Statutes of 1993, chapter 1296.

¹⁶ Statutes of 1992, chapter 507; filed December 17, 1993; statement of decision adopted January 19, 1995.

(References to subdivision (e), refer to current subdivision (g).)

The Commission observed that this test claim alleged a state-mandated program in Education Code section 48980, subdivision (e).¹⁷ However, the Commission noted that this subdivision was previously addressed in the test claim entitled *Notification to Parents: Pupil Attendance Alternatives* and determined in the statement of decision for this claim that a reimbursable state-mandated program was contained in subdivision (e). The Commission made its final determination on Education Code section 48980, subdivision (e), in the amended statement of decision for *Notification to Parents: Pupil Attendance Alternatives*.

3. *Annual Parent Notification* (CSM 4461)¹⁸

(References to subdivisions (e), (f), and (g), refer to current subdivisions (g), (h), and (j), respectively.)

The Commission found that law prior to 1975 (recodified by Statutes of 1976, chapter 1010) did not require school districts to annually notify parents of, in subdivision (a), Education Code sections 48205, 48207, 48208, and Chapter 2.3 (commencing with section 32255) of Part 19; in subdivision (b), Education Code section 48206.3 and Article 9 (commencing with section 49510) of Chapter 9; and in subdivision (f),¹⁹ Education Code section 212.6, all effective beginning July 1, 1993.²⁰ For the above-mentioned sections, the Commission determined the following:

- a. A negligible reimbursable state-mandated program exists for annually reviewing and modifying the content of the parent notification to incorporate changes within the new sections referenced in these subdivisions.
- b. The additional printing and distribution of these sections (in a cost effective manner) result in a reimbursable state-mandated program.

This test claim was filed on September 2, 1994, and based on this filing date, the period of reimbursement for any state-mandated program herein commences on July 1, 1993. Therefore, the requirement to notify parents of their rights under the above-mentioned sections does not result in a one-time reimbursable state-mandated program by requiring school districts to draft, review, and have approved these additional items in the annual notification, because these items were required before July 1, 1993.

Finally, the Commission found no reimbursable state-mandated programs in Education Code section 48980, subdivisions (c), (d), (e), or (g), for the purpose of this test claim. The Commission noted that subdivisions (e) and (g) are the subject of the *Notification to Parents: Pupil Attendance Alternatives* test claim (CSM 4453).

4. *Schoolsite Discipline Rules* (CSM 4462)²¹

¹⁷ Relettered as subdivision (f) by Statutes of 1997, chapter 929; relettered as subdivision (g) by Statutes of 1999, chapter 1X.

¹⁸ Statutes of 1992, chapter 906; filed September 2, 1994; adopted August 24, 1995.

¹⁹ Relettered as subdivision (g) by Statutes of 1997, chapter 929; relettered as subdivision (h) by Statutes of 1999, chapter 1X.

²⁰ The Commission noted that Article 3 (commencing with section 56030) of Chapter 1, Part 30, which was added after Statutes of 1976, chapter 1010, was deleted by Statutes of 1993, chapter 1296, and therefore is no longer a subject of this claim. Also, Education Code section 35291 is the subject of test claim CSM 4462.

²¹ Statutes of 1986, chapter 87; filed September 16, 1994; adopted August 24, 1995.

The Commission determined that Education Code section 35291²² resulted in costs mandated by the state by requiring the school districts to annually notify the parent or guardian of all pupils of the availability of rules of the district pertaining to student discipline in combination with the requirement of Education Code section 48980, effective beginning July 1, 1993.²³ The Commission noted that these additional costs should be minimal.

Further, the Commission determined that a limited reimbursable state-mandated program exists in Education Code section 35291.5, which remained the subject of the parameters and guidelines for *Schoolsite Discipline Rules*.

5. *Pupil Suspensions: Parent Classroom Visits* (CSM 4474)²⁴

The Commission found that the portion of the test claim concerning the notice of policy activity in Education Code section 48900.1, involving the preparation and distribution to all parents of a written notice of the governing board's policy on parent classroom visits, is to be reimbursed with other consolidated parental notifications. Specifically, this includes the requirement in Education Code section 48900.1 for the governing board of school districts to prepare and distribute to all parents the written notice of the governing board's policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to Education Code section 48910, for reasons specified in subdivisions (i) or (k) of section 48900, attend a portion of a school day in his or her child's or ward's classroom. The Commission also found that the policy must take into consideration reasonable factors preventing compliance, and the parent visit is to be limited to the class of suspension. The test claim was filed March 9, 1994 (as part of CSM 4474) and is reimbursable from July 1, 1993.

The Commission directed that all other reimbursable activities for Education Code section 48900.1, such as preparation of policies and procedures, notice to parents to attend class, follow-up contact, and parent meeting remain the subject of separate parameters and guidelines for CSM 4474, adopted June 27, 1996.

6. *Alternative Schools Annual Notification* (CSM 4488)²⁵

The Commission determined that Education Code section 58501²⁶ resulted in costs mandated by the state by requiring the following:

- a. That school districts provide parents and guardians with a prescribed annual written notice on the alternative schools program.
- b. That school districts and county offices of education make available the alternative schools law at the offices of the principal, county superintendent of schools and district administrative office for anyone who requests this information.

²² Amended by Statutes of 1977, chapter 965, and Statutes of 1986, chapter 87.

²³ The Commission observed that, although law prior to 1975 (recodified by Statutes of 1976, chapter 1010) did not require governing boards to notify parents/guardians of the availability of discipline rules, the law did require governing boards to prescribe such rules.

²⁴ This claim was originally filed as CSM 4458 and was then split into two claims. *Pupil Classroom Suspensions* remains the subject of CSM 4458 and *Pupil Suspensions: Parent Classroom Visits* was renumbered CSM 4474. CSM 4474, Statutes of 1988, chapter 1284, retains the original filing date, March 9, 1994. The statement of decision for CSM 4474 was adopted February 29, 1996.

²⁵ Statutes of 1975, chapter 448, and Statutes of 1981, chapter 469; filed September 29, 1995; statement of decision adopted November 15, 1996.

²⁶ As added by Statutes of 1975, chapter 448, and amended by Statutes of 1981, chapter 469.

- c. That school districts and county offices of education annually post the alternative schools notice in at least two places at each school site for the entire month of March.

The test claim was filed September 29, 1995, and is reimbursable from July 1, 1994.

7. *Annual Parent Notification – Staff Development* (CSM 97-TC-24)²⁷

(References to subdivision (h), refer to current subdivision (i).)

The Commission determined that Education Code section 48980, subdivisions (c) and (h)²⁸, resulted in costs mandated by the state by requiring the following:

- a. That school districts provide parents and guardians with annual written notice of the schedule of minimum days and pupil-free staff development days.
- b. That school districts include a copy of the school district's written policy regarding pupil access to the Internet and on-line sites as part of the annual written notifications to parents and guardians.

8. *Annual Parent Notification: 1998-2000 Statutes* (CSM 99-TC-09, 00-TC-12)²⁹

The Commission determined that Education Code section 48980, subdivisions (e), (l), and (m), and Education Code section 49063, subdivision (k), resulted in costs mandated by the state by requiring school districts to provide to parents the following:

- a. Notice that pupils will be required to pass a high school exit examination as a condition of graduation. (Ed. Code, § 48980, subd. (e).)
- b. Notice that no pupil may have his or her grade reduced or lose academic credit for any excused absences if the pupil makes up any missed assignments or tests. (Ed. Code, § 48980, subd. (l).)
- c. A copy of the complete text of Education Code section 48205. (Ed. Code, § 48980, subd. (l).)
- d. Notice of the availability of state funds to cover the costs of advanced placement examination fees. (Ed. Code, § 48980, subd. (m).)
- e. Notice that a prospectus of school curriculum is available for review at the pupil's school, upon request. (Ed. Code, § 49063, subd. (k).)

II. ELIGIBLE CLAIMANTS

Any "school district," as defined in Government Code section 17519, except for community colleges, that incurs increased costs as a result of this mandate is eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

At the time the first seven test claims were filed, Government Code section 17557 stated that a test claim must be submitted on or before December 31 following a given fiscal year to establish eligibility

²⁷ Statutes of 1997, chapter 929; filed May 12, 1998; statement of decision adopted August 26, 1999.

²⁸ Relettered as subdivision (i) by Statutes of 1999, chapter 1X.

²⁹ CSM 99-TC-09; Statutes of 1998, chapters 846 and 1031, and Statutes of 1999, chapter 1X; filed May 17, 2000. CSM 00-TC-12; Statutes of 2000, chapter 73; filed May 11, 2001. Statement of decision adopted December 12, 2001.

for that fiscal year. The first seven test claims were received on different dates, resulting in the following effective periods for reimbursement:

July 1, 1992	Education Code section 48980, subdivision (g) ³⁰
July 1, 1993	Education Code section 35291 Education Code section 48900.1 Education Code section 48980, subdivisions (a), (b), and (h)
January 1, 1994	Education Code section 48980, subdivision (j)
July 1, 1994	Education Code section 58501
July 1, 1997	Education Code section 48980, subdivision (c)
July 1, 1998	Education Code section 48980, subdivision (i)

Effective September 22, 1998, Government Code section 17557 states that a test claim must be submitted on or before June 30 following a given fiscal year to establish eligibility for reimbursement for that fiscal year. Following are the effective periods of reimbursement for the *Annual Parent Notification: 1998-2000 Statutes* test claim:

July 1, 1999	Education Code section 48980, subdivision (e) Education Code section 48980, subdivision (l) Education Code section 49063, subdivision (k) ³¹
July 5, 2000	Education Code section 48980, subdivision (m) ³²

Pursuant to Government Code section 17561, actual costs for one fiscal year shall be included in each claim, and estimated costs for the subsequent year may be included in the same claim, if applicable.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

The State Controller shall not require school districts or county offices of education to re-file or amend fiscal years 1999-2000 or 2000-2001 reimbursement claims for the costs incurred under the parameters and guidelines prior to the addition of *Annual Parent Notification: 1998-2000 Statutes* activities (the items specified in section I, *Commission on State Mandates Decisions*, 1-7). The State Controller shall issue separate claiming instructions for claims for the costs incurred under *Annual Parent Notification: 1998-2000 Statutes* (the items specified in section I, *Commission on State Mandates Decisions*, 8)³³ for fiscal years 1999-2000 and 2000-2001.³⁴

³⁰ The activity pursuant to this subdivision is only reimbursable until July 1, 1998.

³¹ Education Code section 48980, subdivisions (e) and (l), were operative June 25, 1999, and September 25, 1998, respectively, and Education Code section 49063, subdivision (k), was operative January 1, 1999. Therefore, activities pursuant to these code sections are reimbursable beginning with the 1999-2000 school year.

³² Education Code section 48980, subdivision (m), was operative July 5, 2000. Therefore, activities pursuant to this code section are reimbursable beginning with the 2000-2001 school year. In addition, they are only reimbursable until January 1, 2005. If the sunset date of Education Code section 52244 is postponed or eliminated, the parameters and guidelines may be amended to extend or remove the reimbursement period termination date for this code section.

³³ Statutes of 1998, chapters 846 and 1031, Statutes of 1999, chapter 1X, and Statutes of 2000, chapter 73.

³⁴ Claimants can claim 2.5 increased pages for fiscal year 1999-2000, and 3 increased pages for fiscal year 2000-2001. See Table 1.

The State Controller shall combine the claiming instructions for the items specified in section I, *Commission on State Mandates Decisions*, 1-8, for claims submitted for fiscal year 2001-2002 and subsequent fiscal years.

IV. REIMBURSABLE ACTIVITIES

For each eligible claimant, the following activities are eligible for reimbursement:

1. Annual Review and Update

To annually review Education Code section 48980, subdivisions (a), (b), (c), (e), (g), (h), (i), (j), (l), and (m), Education Code section 49063, subdivision (k), and the sections referenced therein, for any change to scope and content; prepare or modify the annual parent notification and attendance application as necessary; and to have those changes approved by the governing board.

2. Printing

To annually print or otherwise reproduce the parent notification and district alternative attendance application as well as any notification/application provided by the state, including the policy concerning required parent classroom visits following a pupil's classroom suspension and the notice of alternative schools.

3. Distribution

To annually distribute in a cost-effective manner a copy of the district parent notification and district alternative attendance application, along with any state-provided alternative attendance notification /application, to the parent or guardian of continuing and new students, including the policy concerning required parent classroom visits following a pupil's classroom suspension and the notice of alternative schools, to the parent or guardian of continuing and new students.

4. Alternative School Laws

To make available the text of the alternative schools law at the principal's office, county superintendent of schools' office, and district administrative office for anyone who requests this information.

5. Posting Notice of Alternative Schools

To annually post the alternative schools notice in at least two places at each school site for the entire month of March.

6. Providing Notice of Minimum Days or Pupil-Free Staff Development Days Scheduled After the First Day of School.

If the schedule of minimum days or pupil-free staff development days are scheduled after the first day of school, to prepare and distribute notice of these days to parents or guardians.

Uniform Cost Allowance

The Commission is adopting uniform cost allowances³⁵ for reimbursement in lieu of payment of total actual costs incurred. The uniform cost allowances cover all costs (direct and indirect) of performing activities 1 through 6 described above.

- Uniform Cost Allowance for Activities 1 through 5. (See Table1.)

³⁵ As defined in Government Code section 17557.

The uniform cost allowance is comprised of a fixed cost per page applied to the number of “claimable pages” in the printed notification/application and then multiplying that product by the number of notifications/applications distributed to parents and guardians. “Claimable pages” refers to pages including additional notification information, which the state has required on or after January 1, 1975.³⁶

If a school district is not in full compliance with a given mandate, it is not eligible to claim reimbursement. For example, if a district fails to furnish a notification relating to transfers based on parent employment, it may not claim that portion of the page count for reimbursement. Regarding Education Code section 48980, subdivision (j), information *available* at a district or schoolsite office or other location may not be claimed as information *sent or otherwise distributed* to the parent/guardian of all pupils in the district.

For fiscal years 1992-1993 and 1993-1994, the uniform cost allowance is \$.0500 times the specified number of additional pages of the notification/application material. The cost per page shall be adjusted each subsequent year by the Implicit Price Deflator.³⁷

In lieu of the actual number of notifications/applications distributed to parents and guardians, the claimant may substitute the actual district enrollment at the time of distribution or the district’s annual average daily attendance (ADA) as the multiplier.

Total reimbursement for a given fiscal year is then determined by the following formula:

(Appropriate per page rate) times (specified number of pages of notification/ application material) times one of the following: (the sets of notifications/applications distributed), (actual district enrollment at the time of distribution), or (the district’s annual ADA).³⁸

³⁶ Pages measured as 8.5 by 11 inches, or fractions thereof.

³⁷ As defined in Government Code section 17523.

³⁸ Periods of reimbursement for the components differ – see section III. Period of Reimbursement. Specified number of pages is the same for all districts, with the exception of Education Code section 48980, subdivision (h). For this component, the specified number varies according to district population. See Table 1.

TABLE 1.**SCHEDULE OF PAGES ALLOWED UNDER UNIFORM COST ALLOWANCE**

CSM and section	1992-93	1993-94 1st Half	1993-94 2nd Half	1994-95 through 1996-97	1997-98	1998-99	1999-2000	2000-01 & following FYs
4445; § 48980 (g)	.25	.25	.25	.25	.25			
4453; § 48980 (j) District Population:								
0-500			1	1	1	1	1	1
501-2,500			3	3	3	3	3	3
2,501-25,000			6	6	6	6	6	6
25,001+			9	9	9	9	9	9
4461; § 48980 (a), (b), (h) with 4462 § 35291		2.65	2.65	2.75	2.75	2.75	2.75	2.75
4474; § 48900.1		.25	.25	.25	.25	.25	.25	.25
4448; § 58501				.25	.25	.25	.25	.25
97-TC-24 § 48980 (c) (i)					1.5	1.5 2	1.5 2	1.5 2
99-TC-09, 00-TC-12 § 48980 (e) (l) combined (m) § 49063 (k)							.50 1.50 n/a .50	.50 1.50 .50 .50
Total pages: ³⁹ District Population:	.25	3.15						
0-500			4.15	4.5	6	7.75	10.25	10.75
501-2,500			6.15	6.5	8	9.75	12.25	12.75
2,501-25,000			9.15	9.5	11	12.75	15.25	15.75
25,001+			12.15	12.5	14	15.75	18.25	18.75

³⁹ The requirements in Education Code section 48980, subdivision (i), do not apply to all school districts. Beginning in fiscal year 1998-1999, the totals for these districts would be two pages less than the totals listed in this table.

- Uniform Cost Allowance for Activity 6.

The uniform cost allowance for preparing and distributing notice of minimum days or pupil-free staff development days scheduled after the first day of school is \$0.2500 per notice for fiscal year 1997-1998. The cost per notice shall be adjusted each subsequent year by the Implicit Price Deflator.

V. CLAIM PREPARATION AND SUBMISSION

Each claim for reimbursement pursuant to this mandate must be timely filed and provide documentation in support of the reimbursement claimed for this mandate.

A. Uniform Cost Allowance Reimbursement

Report the number of parent notifications/applications distributed during the fiscal year (or enrollment or ADA). If a given mandate was not, in fact, fully complied with, specify the number of pages or fractional pages to be deducted for that fiscal year from the total page count. If minimum days or pupil-free staff development days are scheduled after the first day of school, report the number of notices distributed to parents or guardians.

B. Exceptional Costs

The Commission has not identified any circumstances which would cause a school district to incur additional costs to implement this mandate which have not already been incorporated in the uniform cost allowance.

If and when the Commission recognizes any unique circumstances which can cause the school district to incur additional reasonable costs to implement this mandate, these unique implementation costs will be reimbursed for specified fiscal years in addition to the uniform cost allowance.

School districts which incur these recognized unique costs will be required to support those actual costs in the following manner:

1. Narrative Statement of Costs Incurred

Provide a detail written explanation of the costs associated with the unique circumstances to be recognized by the Commission.

2. Employee Salaries and Benefits

Identify the employee(s) and their job classification, describe the mandated functions performed, and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The staff time claimed must be supported by source documentation, such as time reports, however the average number of hours devoted to each function may be claimed if supported by a documented time study.

3. Services and Supplies

Only the expenditures which can be identified as a direct cost of the mandate can be claimed. List the cost of materials which have been consumed or expended specifically for the purpose of this mandate.

4. Allowable Overhead Cost

- a. School districts must use the J-380 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.
- b. County offices of education must use the J-580 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.

VI. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets to show evidence of the validity of claimed costs from the date of initial payment of the claim. Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district is subject to audit no later than two years after the end of the calendar year in which the reimbursement claim is filed or last amended. However, if no funds are appropriated for the program for the fiscal year for which the claim is made, the time for the State Controller to initiate an audit shall commence to run from the date of initial payment of the claim.

A. Uniform Allowance Reimbursement

Agency must retain documentation which indicates the total number of notifications/applications distributed (actual, enrollment, or ADA) as well as a sample copy of the material distributed.

B. Reimbursement of Unique Costs

In addition to maintaining the same documentation as required for uniform cost allowance reimbursement, all costs claimed must be traceable to source documents and/or worksheets that show evidence of the validity of such costs.

VII. OFFSETTING SAVINGS AND REIMBURSEMENTS

Any offsetting savings the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, including but not limited to, service fees collected, federal funds, and other state funds, shall be identified and deducted from this claim.

VIII. STATE CONTROLLER'S OFFICE REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained herein.

IX. PARAMETERS AND GUIDELINES AMENDMENTS

Parameters and guidelines may be amended pursuant to Title 2, California Code of Regulations section 1183.2.

X. CONSOLIDATION OF CLAIMS

The subject Parameters and Guidelines shall be entitled *Annual Parent Notification*, and represent a consolidation of the following eight statements of decision:

- 1) CSM 4445, *Interdistrict Transfer Requests: Parent's Employment*, Education Code section 48980, subdivision (e), portion only.⁴⁰
- 2) CSM 4453, *Notification to Parents: Pupil Attendance Alternatives*
- 3) CSM 4461, *Annual Parent Notification*
- 4) CSM 4462, *Schoolsite Discipline Rules*, Education Code section 35291, portion only
- 5) CSM 4474, *Pupil Suspensions, Parent Classroom Visits*, policy notification portion only
- 6) CSM 4488, *Alternate Schools Annual Notification*
- 7) CSM 97-TC-24, *Annual Parent Notification: Staff Development*
- 8) CSM 99-TC-09, *Annual Parent Notification: 1998 and 1999 Statutes; and*
CSM 00-TC-12, *Annual Parent Notification: 2000 Statutes*

⁴⁰The statement of decision for CSM 4445, *Interdistrict Transfer Requests: Parent's Employment*, included two sections. Education Code section 48204, subdivision (f), Statutes of 1986, chapter 172, Statutes of 1990, chapter 10, and Statutes of 1992, chapter 507, became the subject of its own parameters and guidelines with the same title, adopted July 20, 1995. Education Code section 48980, subdivision (e), Statutes of 1990, chapter 10, became the subject of this consolidated set of parameters and guidelines, CSM 4461, *Annual Parent Notification*.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANNUAL PARENT NOTIFICATION III			For State Controller Use Only	Program 221
(01) Claimant Identification Number			(19) Program Number 00221	
(02) Claimant Name			(20) Date Filed ____/____/____	
County of Location			(21) LRS Input ____/____/____	
Street Address or P.O. Box Suite			(22) APN-1C, (03)(a)	
City State Zip Code			(23) APN-1C, (03)(b)	
			(24) APN-1C, (03)(c)	
			(25) APN-1C, (05)	
			(26) APN-1C, (06)	
			(27)	
			(28)	
			(29)	
			(30)	
			(31)	
			(32)	
			(33)	
			(34)	
			(35)	
			(36)	
(37) CERTIFICATION OF CLAIM				
<p>In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the school district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Officer			Date	
Type or Print Name			Title	
(38) Name of Contact Person for Claim			Telephone Number () - Ext.	
			E-Mail Address	

Program 221	ANNUAL PARENT NOTIFICATION III Certification Claim Form Instructions	FORM FAM-27C
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code.
- (03) If filing an estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing a combined estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended estimated claim, enter an "X" in the box on line (05) Amended.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of the estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form APN-1C and enter the amount from line (07).
- (08) Enter the same amount as shown on line (07).
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27C for each fiscal year.
- (13) Enter the amount of the reimbursement claim from form APN-1C, line (07). The total claimed amount must exceed \$1,000.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs were incurred or the claims shall be reduced by a late penalty. Enter zero if the claim was timely filed, otherwise, enter either the product of multiplying line (13) by the factor 0.10 (10% penalty), not to exceed \$1,000.
- (15) If filing an actual reimbursement claim and an estimated claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., APN-1C, (03)(b), means the information is located on form APN-1C, block (03), column (b). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816**

Program 221	MANDATED COSTS ANNUAL PARENT NOTIFICATION III CLAIM SUMMARY				FORM APN-1C
(01) Claimant			(02) Type of Claim		Fiscal Year
			Reimbursement <input type="checkbox"/>		
			Estimated <input type="checkbox"/>		20___/20___
(03) Uniform Cost Allowance					
	(a)	(b)	(c)	(d)	
	Reimbursement Rate Per Page \$0.0697 for 04-05 \$0.0721 for 05-06	Specified Number of Pages	Sets Distributed, ADE, or ADA	Total (a) x (b) x (c)	
(04) Total Cost					
Cost Reduction					
(05) Less: Offsetting Savings					
(06) Less: Other Reimbursements					
(07) Total Claimed Amount					Line (04)(d) – {Line (05) + Line (06)}

Program 221	ANNUAL PARENT NOTIFICATION III CLAIM SUMMARY INSTRUCTIONS	FORM APN-1C
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs.
 Form APN-1C must be filed for a reimbursement claim. Do not complete form APN-1C if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27C, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form APN-1C must be completed and a statement attached explaining the increased costs. Without this information the estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) (a) Enter the unit rate per page for reimbursement of the cost of the annual parent notification/application from the following rates: \$0.0697 for 2004-05, and \$0.0721 for 2005-06 (estimated).
- (b) Enter the total specified number of pages from the table below based on the applicable district population less the number of pages that the district was not in full compliance with a given program (see below for a list of program names). For example, if a district with a population of less than 500 students is in full compliance with all of the programs except that it fails to furnish a notification relating to transfers based on parent employment, it may not claim that portion of the page count for reimbursement. The total specified number of pages claimable by the district would be calculated as follows: [Column H - Column B] or $[10.75 - 2.75] = 8$.

CSM # & \$	A	B	C	D	E	F		G		H
District Population	4453 \$ 48980 J	4461 \$ 48980 (a),(b),(h)	4462 \$ 35291	4474 \$ 48900.1	4488 \$ 58501	97-TC-24 \$48980 (c), (l)		99-TC-09 00-TC-12 \$ 48980 (e), (l), (m) \$ 49063 (k)		Total Specified Number of Pages
						(c)	(i)	(e),(m), (k)	(l) comb.	
0 - 500	1	2.75	2.75	0.25	0.25	1.50	2.00	0.50	1.50	10.75
501-2,500	3	2.75	2.75	0.25	0.25	1.50	2.00	0.50	1.50	12.75
2,501-25,000	6	2.75	2.75	0.25	0.25	1.50	2.00	0.50	1.50	15.75
25,001 +	9	2.75	2.7 5	0.25	0.25	1.50	2.00	0.50	1.50	18.75

Column Program Name

- A Notification to Parents: Pupil Attendance Alternatives
- B Annual Parent Notification
- C Schoolsite Discipline Rules
- D Pupil Suspensions: Parent Classroom Visits
- E Alternative Schools Annual Notification
- F Annual Parent Notification - Staff Development
- G Annual Parent Notification: 1998-2000 Statutes

- (c) Enter the number of sets of notifications distributed, the actual district enrollment (ADE) at the time of distribution, or the district's annual average daily attendance (ADA).
- (d) Leave blank.
- (04) Enter the product of column (a) times (b) times (c).
- (05) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (06) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (07) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (05), and Other Reimbursements, line (06), from Total Cost, line (04)(d). Enter the remainder on this line and carry the amount forward to form FAM-27C, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.